

## WHEN IS A BUILDING PERMIT REQUIRED?

A Building Permit is required from the Town of Colchester for the following types of construction:

- New residential as well as accessory structures ( single-family, duplex, multi-family, room additions, garages, sheds, porches, decks, swimming pools, fences, etc.)
- Repairs and maintenance in excess of \$2500, or that will alter the size of the structure in any way (including window and door size as well as additional bedrooms).

## HOW MUCH DOES A BUILDING PERMIT COST?

### HOW DO I GET A BUILDING PERMIT?

You can pick up an application at the office or request that an application be mailed to you. Permits can be mailed in or brought in. Staff typically turns the permit around the same week (turn around time can not exceed 30 days under State law). All projects are reviewed for compliance with the Town's duly adopted building code. Permits are not processed until complete and paid in full. You, or the contact person noted on the application will be contacted once the permit is ready for pick up. The fee for the permit will be charged upon pick up. Once the permit is issued there is a 15 day appeal period in which the permit can be appealed by an interested person. An orange card describing the work the permit is issued for is given to you with the permit to display in your window or door during the appeal period and while the work is being done. Work can begin after the 15 day appeal period is done. If an application is denied approval, the reasons will be stated on the application form. You may revise the application to address deficiencies, appeal the decision, or request a variance. Appeal procedures are available on request from the Zoning and Planning Office.

### WHAT INFORMATION IS REQUIRED FOR A BUILDING PERMIT?

Applicants are expected to furnish a complete description of the proposed project. A complete description consists of accurately completing all information requested on the permit form and providing data, plans and other information necessary to describe the nature of the project. Permits are issued under the assumption that the information provided in the application and supporting documents is complete and accurate. Any false information or omission of fact which is adverse to the Zoning Ordinance shall render a permit null and void. The applicant must also list all the current and proposed uses taking place on the property. Data and plans to be attached to the Building Permit form are itemized as follows:

- **A. MINIMUM SITE PLAN REQUIREMENTS**  
Scaled site plan depicting the location and dimensions of the following:
  1. property lines and known points of reference
  2. all existing and proposed primary and accessory buildings
  3. driveway and parking areas
  4. itemized listing of building and parking square footage

5. pavement width and name of public and/or private roads
  6. wastewater disposal tanks, lines and fields
  7. water lines and well (if applicable)
  8. north arrow, scale, name of person preparing plan, and date.
- B. ADDITIONAL PLAN REQUIREMENTS FOR SINGLE-FAMILY AND DUPLEX RESIDENCES (NEW CONSTRUCTION AND ALTERATIONS) AND ACCESSORY STRUCTURES
    1. all of the above, plus the following:
    2. floor plans showing partitions, doors, windows
    3. framing plan showing size and spacing of floor joists, stud walls, roof rafters and trusses
    4. a completed septic disposal application for new construction, or
    5. septic disposal plans verifying system conformance to Colchester Health Ordinance for substantial alterations.
  - C. ADDITIONAL REQUIREMENTS FOR MULTI-FAMILY BUILDINGS (NEW CONSTRUCTION AND ALTERATIONS)
    1. all of the above, plus the following:
    2. plans shall be certified by a professional architect or registered professional engineer, and submitted on 24" x 36" paper.
    3. grading plan showing existing and proposed contours at two (2') foot intervals
    4. floor plans and elevation views with associated architectural & structural details and other technical data, including snow loads, wind loads, and live (floor) loads.
    5. truss plans certified by a registered engineer meeting minimum BOCA requirements for snow loads (40 lbs. per square foot).
    6. copy of approval letter from the Department of Labor and Industry.
    7. foundation plan showing footers, rebar spacing, wall thickness and height.

#### DOES THE TOWN INSPECT CONSTRUCTION?

Various types of inspections are conducted by the Town Planning, Zoning and Building Department Staff as dictated by the Town regulations and ordinances. Generally any project that requires a building permit will require an inspection. It is the applicant's, or the applicant's authorized building contractor's, responsibility to schedule an inspection.

- A. The minimum inspections required for buildings are as follows:
  1. Footing and foundation wall inspections shall be made after the forms and reinforcing are in place and prior to the pouring of any concrete.
  2. Framing inspection shall be made after the rough-in inspection of plumbing, heating and electrical installation, but prior to the placement of any covering material. Means of assuring proper attic ventilation must be in place.
  3. Final inspection shall be made after the structure is complete and prior to occupancy
- B. An inspection of the installation of all septic systems is required prior to covering of any part of the system.

#### HOW DO I SCHEDULE AN INSPECTION?

The Permittee must schedule ALL inspections - INSPECTIONS MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE. Please give ADDRESS of job and PERMIT NUMBER. Requests for inspections may be made between 8:00 a.m. and 5:00 p.m. Monday through Friday by calling 264-5600 or notifying the Zoning Office in person. The Zoning Office maintains a daily log of requests for inspections, and the Building Inspector's activities. Inspection records are maintained for each project. Questions concerning scheduling inspections or results of inspections should be directed to the Zoning Office.

#### DO I NEED A CERTIFICATE OF OCCUPANCY?

Generally, any structure or part thereof constructed or altered under the issuance of a Building Permit requires a Certificate of Occupancy. A structure or addition may not be wholly occupied until a Certificate of Occupancy is issued by the administrative officer stating that the use of the structure or land conforms to the requirements of the Zoning Regulations.

#### WHAT ARE THE RULES FOR RESIDENTIAL FENCES?

All fences require a building permit prior to erection.

#### DO POOLS REQUIRE PERMITS?

Yes, per Article IV of the Town's Code.

#### DO RESIDENTIAL SHEDS REQUIRE PERMITS?

Yes, all sheds whether pre-fabricated or built on-site require a building permit prior to construction.

#### DO I NEED TO PAY IMPACT FEES?

The Town has a variety of impact fees including those that apply to new residences and additional bedrooms in existing homes. Contact the Department to determine what the applicable fees are for your project.